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Chief Executive Officer

County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

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*"To Enrich Lives Through Effective And Caring Service"*

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February 19, 2013

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**COUNTYWIDE CLASSIFICATION ACTIONS  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**SUBJECT**

This letter and accompanying ordinance will update the tables of classes of positions and departmental staffing provisions by adding an unclassified classification, by restoring a classification, by changing the title and salary of a non-represented classification, by changing the salary of non-represented classifications, by changing the item number of a classification, by deleting a represented classification, and by reclassifying positions in various County departments.

**IT IS RECOMMENDED THAT THE BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add one unclassified classification; to restore one represented classification; to change the title and salary for one non-represented classification in the department of Regional Planning; to change the salary for three non-represented classifications within the Health Information Management (HIM) Director class series; to change the item number for one non-represented classification; and to reclassify three positions to implement results of classification studies in the Departments of Health Services and Regional Planning.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommended actions in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation

recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs (Attachments A and B). This is a primary goal of the County's classification and compensation system. Positions reclassified upward and laterally are consistent with the class concepts of the proposed classifications.

We are recommending these actions based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations and can reduce the number of costly personnel-related problems.

#### New Unclassified Classification

In conjunction with the recommendation made by the Citizen's Commission on Jail Violence, we are establishing one new unclassified classification for the Office of the Inspector General (OIG) (Attachment A). The Inspector General (Unclassified [UC]) will report directly to the Board and will manage the OIG, providing comprehensive oversight and monitoring of the Sheriff Department and its jails.

#### Restored Represented Classification

We are recommending the restoration of the Statistical Analyst Aid as part of the County Classification Plan (Attachment A). In a May 15, 2012 Countywide Classification Actions Board Letter, the Board approved this class deletion. The Department of Health Services has since appointed new employees to positions making it necessary to utilize this classification. The Employee Relations Commission (ERCOM) has approved the restoration of this represented class.

#### Title and Salary Change

In conjunction with a reclassification, we are recommending the Administrator, Regional Planning class for a title and salary change to more accurately reflect the duties and responsibilities performed, and to reflect the change to UC status, since it reports directly to the chief deputy of the department.

#### Salary Changes

We are recommending salary changes for three non-represented classifications in the Departments of Mental Health and Health Services (Attachment A). Due to the enterprise-wide implementation of a standardized Electronic Health Record system and major changes in legislation mandated by the Health Care Reform Act, we recommend the proposed salary changes for the HIM Director, HIM Assistant Director and HIM Director, Medical Center positions. This recommendation will establish competitive salaries with the medical industry in Southern California hospitals and provide an appropriate salary differential between the supervisory and management classes assigned to perform work in this area.

#### Item Number Change

We are recommending an item number change for the Podiatrist classification to incorporate podiatry-related classifications appropriately into the series and group number within the County

Classification Plan (Attachment A).

Deleted Classification

We are recommending deletion of one vacant represented classification from the Classification Plan (Attachment A). ERCOM has approved the Senior Butcher for deletion and the affected department has been informed of and consented to this deletion. This recommendation is consistent with the County's strategy to reduce the number of obsolete classifications.

Reclassifications

Based upon individual position studies, we recommend that three positions in two departments be reclassified (Attachment B). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions are more appropriately classified in the recommended classes.

**Implementation of Strategic Plan Goals**

The Board's approval of the accompanying ordinance is consistent with the County Strategic Plan Goal 1 - Operational Effectiveness. These recommendations are in line with the Human Resources Transformation Strategic Initiative Project, which includes the deletion of specialized classes in an effort to streamline the classification system.

**FISCAL IMPACT/FINANCING**

The projected budgeted annual cost resulting from these actions is estimated to total \$135,270 (all funds). There is no net County cost associated with these actions. Cost increases associated with the upward reclassification actions and salary changes will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper compensation of positions.

The Honorable Board of Supervisors  
2/19/2013  
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Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. T. Fujioka', with a long horizontal line extending to the right.

WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:BC:MKZ  
AE:KP:ra

Enclosures

c: Executive Office, Board of Supervisors  
County Counsel  
Auditor-Controller  
Human Resources  
Affected Departments

**ATTACHMENT A****UNCLASSIFIED CLASSIFICATION  
RECOMMENDED FOR ADDITION**

<b>Proposed Savings/ Cafeteria Benefit Plan</b>	<b>Item No.</b>	<b>Title</b>	<b>Salary Schedule &amp; Level</b>	
Savings/ Megaflex	9973	Inspector General (UC)	N23	R18

**REPRESENTED CLASSIFICATION RECOMMENDED  
FOR RESTORATION TO THE CLASSIFICATION PLAN**

<b>Item No.</b>	<b>Title</b>	<b>Salary Schedule &amp; Level</b>	
1746	Statistical Analyst Aid	N2M	71J

**NON-REPRESENTED CLASS RECOMMENDED  
FOR TITLE CHANGE AND SALARY CHANGE**

<b>Item No.</b>	<b>Current Title</b>	<b>Current Salary Schedule &amp; Level</b>		<b>Recommended Title</b>	<b>Recommended Salary Schedule &amp; Level</b>	
4456	Administrator, Regional Planning	N23	S12	Administrative Deputy, Regional Planning (UC)	N23	R12

**NON-REPRESENTED CLASSIFICATIONS  
RECOMMENDED FOR SALARY CHANGE**

Item No.	Title	Current Salary Schedule and Level		Recommended Salary Schedule and Level	
1412	Health Information Management Assistant Director	NM	92L	NM	96L
1413	Health Information Management Director	NM	96L	NM	100L
1397	Health Information Management Director, Medical Center	NM	102L	NM	106L

**NON-REPRESENTED CLASSIFICATION  
RECOMMENDED FOR ITEM NUMBER CHANGE**

Current Item No.	Recommended Item No.	Title
5880	5751	Podiatrist

**REPRESENTED CLASSIFICATION  
RECOMMENDED FOR DELETION**

Item No.	Title
6386	Senior Butcher

## ATTACHMENT B

### RECOMMENDATIONS FOR POSITION RECLASSIFICATION

#### HEALTH SERVICES - ADMINISTRATION

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Administrative Services Manager II Item No. 1003A NM 96C Non-Represented	Senior Staff Analyst, Health Item No. 4594A NM 103E Non-Represented
1	Senior Typist-Clerk Item No. 2216A NMV 67D Represented	Staff Analyst, Health Item No. 4593A NM 96D Non-Represented

In conjunction with a departmental reorganization, the above subject positions are being recommended for reclassification based on the scope of their respective new duties and responsibilities and reporting relationships.

The subject Administrative Services Manager II position reports to the Risk Manager, Health Services and functions as the Claims and Litigation Manager, where it oversees the Claims and Litigation Management section. The position supervises six (6) subordinate staff and is responsible for development and implementation of programs, plans, policies, and procedures to drive cost reduction and comprehensive loss control/mitigation initiatives through liability assessments and enterprise corrective measure implementation.

Based on the scope of supervisory responsibilities, the position meets the Senior Staff Analyst, Health allocation criteria to supervise professional employees in the research, analysis, and preparation of recommendations regarding the use and deployment of resources and the implementation and improvement of operations and programs having department-wide impact. Therefore, we recommend upward reclassification to Senior Staff Analyst, Health.

The subject Senior Typist-Clerk position being reclassified is currently vacant, and will be assigned to the Claims and Litigation Management section to function as a Litigation Analyst. The position will provide assistance and direct support to the Claims and Litigation Manager and serve as the departmental representative in mediation sessions, roundtables, and at trial. Specific duties include creating/preparing monthly litigation case analysis reports, closely monitoring case activity and apprising management of critical developments related to verified claims and/or tort actions requiring Claims and Litigation action and/or follow-up.

The duties and responsibilities assigned to this position meet the standards for Staff Analyst, Health, by serving as a technical expert and consultant to management as well as providing analysis and recommendations for the effective use of resources and the implementation and improvement of operations and programs having department-wide impact. Therefore, we recommend upward reclassification to Staff Analyst, Health.

## **DEPARTMENT OF REGIONAL PLANNING**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Administrator, Regional Planning Item No. 4456 N23 S12 Non-Represented	Administrative Deputy, Regional Planning (UC) Item No. 4456 N23 R12 Non-Represented

The subject position reports to the Chief Deputy Director of Planning (UC) and is responsible for planning, organizing and directing work through subordinate managers as well as overseeing the Geographic Information Systems (GIS) Unit. Due to the increase in the scope and complexity of responsibilities, we are recommending the title change of the Administrator, Regional Planning classification to reflect the role of this position, which is responsible for assisting in administration including specific responsibility for coordinating work and evaluating the performance of specific departmental services and operations.

The supervisory responsibilities and high level of accountability of the subject position meets the allocation criteria for the new Administrative Deputy unclassified position. Therefore, we recommend lateral reclassification to Administrative Deputy, Regional Planning (UC), which more accurately describes the duties and responsibilities of this position.



## ANALYSIS

This ordinance amends Title 6 – Salaries, of the Los Angeles County Code by:

- Adding and establishing the salary for one (1) unclassified classification;
- Restoring and establishing the salary for one (1) employee classification;
- Changing the title and salary of one (1) non-represented classification;
- Changing the salary of three (3) non-represented classifications;
- Changing the item number for one (1) non-represented classification; and
- Adding and/or deleting and changing certain classifications and numbers of ordinance positions in the departments of Health Services and Regional Planning.

JOHN F. KRATTLI  
County Counsel

By: 

RICHARD D. BLOOM  
Principal Deputy County Counsel  
Labor & Employment Division

RDB:kp

Requested: 01-09-13  
Revised: 01-23-13

**ORDINANCE NO. \_\_\_\_\_**

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and/or changing of certain classifications in various departments to implement the findings of classification studies.

The Board of Supervisors of the County of Los Angeles ordains as follows:

**SECTION 1.** Section 6.28.050 is hereby amended to add the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
<u>9973</u>	<u>INSPECTOR GENERAL(UC)</u>	_____*	<u>N23</u>	<u>R18</u>
<u>1746</u>	<u>STATISTICAL ANALYST AID</u>	_____*	<u>N2M</u>	<u>71J</u>

**SECTION 2.** Section 6.28.050 is hereby amended to change the title and salary of the following class:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
4456	<del>ADMINISTRATOR, REGIONAL PLANNING</del>	10/01/2006	N23	R12
	<u>ADMIN DEPUTY, REGIONAL</u>	04/01/2007	N23	S12
	<u>PLANNING(UC)</u>	07/01/2007	N23	S12
		01/01/2008	N23	S12
		01/01/2009	N23	S12
		_____*	<u>N23</u>	<u>R12</u>

**SECTION 3.** Section 6.28.050 is hereby amended to change only the salary of

the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL
1412	HEALTH INFO MGMT ASSISTANT DIRECTOR	01/01/2006	89D
		10/01/2006	90J
		07/01/2007	NN 90J
		01/01/2008	NN 91K
		07/01/2008	NM 91K
		01/01/2009	NM 92L
		<u>          </u> *	<u>NM 96L</u>
1413	HEALTH INFO MANAGEMENT DIRECTOR	01/01/2006	93D
		10/01/2006	94J
		07/01/2007	NN 94J
		01/01/2008	NN 95K
		07/01/2008	NM 95K
		01/01/2009	NM 96L
		<u>          </u> *	<u>NM 100L</u>
1397	HEALTH INFO MGMT DIRECTOR,MED CTR	01/01/2006	99D
		10/01/2006	100J
		07/01/2007	NN 100J
		01/01/2008	NN 101K
		07/01/2008	NM 101K
		01/01/2009	NM 102L
		<u>          </u> *	<u>NM 106L</u>

**SECTION 4.** Section 6.28.050 is hereby amended to change only the item number for the following class:

ITEM NO.	TITLE
<del>5880</del> <u>5751</u>	PODIATRIST

**SECTION 5.** Section 6.78.010 (Department of Health Services – Administration) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1003A	<del>22</del> <u>21</u>	ADMINISTRATIVE SERVICES MANAGER II
4594A	<del>22</del> <u>23</u>	SENIOR STAFF ANALYST, HEALTH
2216A	<del>80</del> <u>79</u>	SENIOR TYPIST-CLERK
4593A	<del>73</del> <u>74</u>	STAFF ANALYST, HEALTH

**SECTION 6.** Section 6.78.060 (Department of Health Services – LAC+USC healthcare network) is hereby amended to change only the item number for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<del>5880A</del> <u>5751A</u>	1	PODIATRIST

**SECTION 7.** Section 6.78.070 (Department of Health Services – ValleyCare network) is hereby amended to change only the item number for the following class:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
5880A <u>5751A</u>	4	PODIATRIST

**SECTION 8.** Section 6.112.010 (Department of Regional Planning) is hereby amended to change only the title of the following class:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
4456A	1	<del>ADMINISTRATOR, REGIONAL PLANNING</del> <u>ADMIN DEPUTY, REGIONAL PLANNING(UC)</u>

**SECTION 9.** Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

\*The Executive Office/Clerk of the Board of Supervisors shall insert the effective date for the salary or salary schedule and level in the space provided for the classifications added and compensation changes to Section 6.28.050 of the County Code.

[RECLASSFEB2013KPCEO]